

October 09, 2014

I. 6:30 PM Nonpublic Session RSA 91-A:3, II (a) & (b)

Minutes of Non-Public Session on October 9, 2014

PRESENT: Philip Bean, Chairman
Mary-Louise Woolsey, Vice-Chairman
Rick Griffin, Selectman
Rusty Bridle, Selectman
Jim Waddell, Selectman
Frederick Welch, Town Manager
Town Attorney Mark Gearreald
Police Chief Jamie Sullivan

The meeting was called to order at about 6:30 PM in the Manager's conference room. A motion was made in public session by Selectman Bridle, seconded by Selectman Woolsey, to go into a non-public session under RSA 91-A:3, II, (a) and (b). A roll call vote was taken and the motion passed unanimously.

The following subjects were discussed and acted upon in the non-public session:

1. Creation of Assistant Town Manager Position

The employment agreement for the new Assistant Town Manager position, as voted to be created in the non-public session on September 29, 2014 (minutes sealed) was reviewed and on motion of Selectman Bridle, seconded by Selectman Woolsey it was voted 5-0-0 to be approved. The creation of this position will be presented to the public in the public session later this evening.

It was noted that Mr. Sullivan had already begun the processing of his retirement, and would be available for the new position sometime in early November. He will be filling in as Acting Town Manager for Town Manager Welch from the 21st of October as a result of the Town Manager's hip operation.

2. Increase in hours of Kristina Ostman

On motion of Selectman Bridle, seconded by Selectman Woolsey, it was voted 5-0-0 to increase to 40 hours the number of hours budgeted for Kristina Ostman to account for the additional time needed for her to provide support staffing for the new Assistant Town Manager and for her to assist in the drafting and review of Invitations to Bid and Contracts for work awarded.

On Motion of Selectman Griffin, seconded by Selectman Woolsey, the Board voted 5-0-0 not to seal these minutes. The non-public session was adjourned at around 6:41 PM with the public session to be resumed downstairs at 7:00 PM.

II. 7:00 PM Public Session

PRESENT: Philip Bean, Chairman
Mary-Louise Woolsey, Vice-Chairman
Rick Griffin, Selectman
Rusty Bridle, Selectman
Jim Waddell, Selectman
Frederick Welch, Town Manager
Town Attorney Mark Gearreald

SALUTE TO THE FLAG

III. Public Comment Period (0:25)

IV. Old Business (0:29)

1. Final Review of 2015 Budget

a. Legal (0:29)

Mr. Gearreald stated: regular wages have been reduced by amount of proposed Assistant Town Attorney/Human Resources Coordinator position held by Wanda Robertson; understanding is the Board has something in mind for the Human Resources Coordinator position under another line item; proposing increase in part-time wages hours from sixteen to twenty; position doesn't have benefits or retirement; staff development was cut in half; deducted \$785 from supplies and expenses which were bar dues in New Hampshire and Massachusetts for the Assistant Town Attorney position; significant decrease in collective bargaining costs and other labor costs; those reductions are being retained; bottom line is \$186,364 which is a 21.87% reduction.

Selectman Griffin MOVED to approve the 2015 Legal Department budget in the amount of \$186,364 SECONDED by Selectman Waddell.

VOTE: 5-0-0

a. Park and Rec (3:49)

Ms. Martin stated: only a couple changes to budget; put in a higher salary for Rene as well as change his title to Assistant Director; already takes on those responsibilities in the office; increase of 9% and took money out of the overtime account assuming he'd become a salaried employee instead of the hourly he is now; the raise total would be \$3,686; if the budget passes and it starts in April it would be \$2,765; added \$2,500 to go to the National Recreation and Parks Director School; two year school; attended this year on money through scholarships; not eligible for those monies next year; total asking for over the Town Manager's budget is \$5,265.

Town Manager Welch stated: the submitted budget was \$298,939; recommended budget was \$272,934; adding \$5,265 above the \$272,934.

Selectman Bridle stated: this department brings in a lot of money over the year. Town Manager Welch stated: they have generated for 2014 thus far \$575,165.

Selectman Bridle stated: that isn't done by accident; that's done by great programming; have no problem with the increase.

Selectman Waddell stated: with the revenue they bring in he also doesn't see any problem.

Chairman Bean asked: the exact total please.

Ms. Pulliam answered: \$269,221; total in front of you right now is \$263,956; wanted to add \$2,500 to the staff development line; wanted to add \$2,764.48.

Selectman Griffin MOVED to approve the 2015 Recreation and Parks Department budget in the amount of \$269,221 SECONDED by Selectman Bridle.

VOTE: 5-0-0

b. DPW (8:57)

Selectman Woolsey asked: want to be reassured don't have funds for Fairfield, Belmont and Ruth in the budget but the grant Fred referenced means we will have funds out of that grant?

Town Manager Welch answered: yes; the Budget Committee two years ago removed all of the paving money from the budget; in order to find a way to get the paving done, have almost a \$300,000 annual grant from the state; deals with the maintenance of classified highways; took \$200,000 out of it and earmarked it in a warrant article; do \$100,000 for those three streets waiting to be done and theoretically add three more streets; won't raise the taxes because it will come from state revenue.

Selectman Bridle asked: we get this every year. Town Manager Welch answered: we get this every year; money is designed under the statute to work on classified highways; money being used to decrease general taxation in the town.

Selectman Woolsey stated: either put the money for paving in the budget and use the grant as an offset. Town Manager Welch stated: be cleaner in a warrant article; you'd have to amend the budget.

Selectman Woolsey asked: new three vehicles you want to buy in a warrant article; we're replacing what by getting the new ones?

Chairman Bean asked: is this under the budget or under warrant articles? Selectman Woolsey answered: partly under the budget because of the rolling stock.

Chairman Bean stated: you're talking about the purchase of new vehicles; is that in your budget Director? Mr. Noyes answered: no it's not.

Selectman Griffin asked: so definitely the roads Belmont Circle and the others are going to be done; is there a warrant article going to be with it? Town Manager Welch stated: there will be a warrant article allocating \$200,000 for paving and \$100,000 out of that will be for those three streets; it's a no tax raising warrant article.

Selectman Bridle asked: and how much money do we get? Town Manager Welch stated: let's say \$269,000; leaving a little; that will give six streets; that's six more than we are doing now.

Selectman Bridle stated: we haven't done so many streets for so many years; if that money comes from the state to do that; there are very few funds that we get from the state; should be used for what is given back for. Town Manager Welch stated: it will increase because they increased the gas tax.

Selectman Bridle asked: our roads are terrible; should use the money for what is intended to do. Town Manager Welch stated: can change the warrant article.

Selectman Waddell asked: the final figure is \$119? Ms. Pulliam stated: final figure for Public Works is \$5,542,146.

Selectman Waddell asked: which is a 9.52% increase? Town Manager Welch and Ms. Pulliam answered: yes.

Selectman Bridle MOVED to approve the 2015 Department of Public Works budget in the amount of \$5,542,146 SECONDED by Selectman Griffin.

VOTE: 5-0-0

c. Police (15:18)

Chief Sullivan stated: reflect one change since the last meeting; discovered spreadsheet error; about \$80,000 off in the salaries; in the crime control regular wage account; other than that remains what we talked about previously.

Town Manager Welch asked: the bottom line is? Ms. Pulliam answered: \$4,102,612.

Selectman Griffin asked: what is the change up from last year? Ms. Pulliam answered: it's up 6.82%; looks like a difference of \$262,000.

Selectman Waddell asked: the huge increase in the training and recruitment from \$16,000 to \$41,000? Chief Sullivan answered: there are a couple of training accounts; the basic and required training; need to keep increasing that; big challenges seeing is more turnover with retirements; hadn't seen a lot with a stable workforce; an investment and risk management tool; ties into new people going to the academy and mid-career guys and developing them.

Selectman Waddell asked: if it's a necessity? Chief Sullivan answered: absolutely; always been an advocate for more training.

Selectman Woolsey stated: training pays you back because you are not being sued.

Selectman Woolsey MOVED to approve the 2015 Police Department budget in the amount of \$4,102,612 SECONDED by Selectman Waddell.

VOTE: 5-0-0

d. Fire (19:45)

Ms. Pulliam stated: ones in Board's books do not reflect the changes made on Monday when the Fire Inspector position was reinstated: total budget is \$3,515,317.

Selectman Woolsey stated: regret the short-staffing in this department.

Selectman Bridle stated: the staffing that is there is what the Chief has asked for; may not agree with it but it is how they want to run their department.

Selectman Bridle MOVED to approve the 2015 Fire Department budget in the amount of \$3,515,317 SECONDED by Selectman Griffin.

VOTE: 5-0-0

e. Town Manager (21:02)

Ms. Pulliam stated: the total for the Town Manager is \$252,983. Town Manager Welch stated: reflects continued operations with two changes; Board has voted to hire an Assistant Town Manager/Human Resources Officer who will be working without benefits; part-time position of 32 hours a week; because of increase of staff on that side voted to move the Administrative Assistant that is now working 35 hours a week to 40 hour position and give her a 5% pay increase; reflects the fact she's going to have the double workload; position will pick up the preparation for, development of, and preliminary preparation for all bid documents in town; still have to go to Town Counsel for approval; she'll be doing all of that work plus the Town Report and managing both the Town Manager and Assistant Town Manager approved by the Board.

Chairman Bean stated: expansion of the Human Resources personnel is also expanded to the Assistant Town Manager; is there a net or plus up on the cost replacing that? Town Manager Welch stated: both changes represent a decrease of \$5,000 in the general appropriation in the town.

Selectman Bridle MOVED to approve the 2015 Town Manager budget in the amount of \$252,983 SECONDED by Selectman Waddell.

VOTE: 5-0-0

Selectman Griffin asked: when are we going to talk about whom is going to take this position? Town Manager Welch stated: probably as soon as we get through Insurance and Personnel Administration.

Chairman Bean stated: under the closing comments.

f. Insurance (24:04)

Ms. Pulliam stated: hopefully the health insurance rates will be set on October 22, 2014; it's when they are meeting; no guarantee they will be set then but that has been the past practice; number has a chance of changing; need to pass it at this point to get the books ready for the Budget Committee; total now is \$3,872,702.

Town Manager Welch stated: met with two representatives from the HealthTrust; Hampton has one of the very best use rates as far as being low; looking for a smaller increase in the budget than we had originally estimated.

Selectman Griffin stated: it's interesting how they set it; our workers have used discretion for a number of years.

Selectman Waddell asked: it's something we have no control over, right? Town Manager Welch stated: in essence no; collectively we do; have a 7% projected increase in the budget; looking for something lower than that.

Selectman Griffin MOVED to approve the 2015 Insurance budget in the amount of \$3,872,702 SECONDED by Selectman Woolsey.

VOTE: 5-0-0

g. Personnel Administration (26:41)

Ms. Pulliam stated: this budget will change because of the change that was just made to the Recreation regular wage line; ask when we vote on the budget don't include a total in the motion; will make that change tomorrow.

Selectman Bridle asked: will this also include the fire too? Ms. Pulliam answered: the Fire change you made on Monday is already in; it's only going to be a small change; the retirement is split next year; there is six months at the old rate and six months at the new rate.

Chairman Bean stated: currently you have the total as \$2,975,295; a motion is appropriate or do we stand by for that until the following meeting? Ms. Pulliam answered: believe this is the last meeting you are going to have before the budget books need to go to the Budget Committee; make a motion on it at least so it can be added to the Board of Selectmen column.

Chairman Bean stated: motion would be to incorporate the most recent personnel changes subsequent to the figure of \$2,975,295; you will apprise the Selectmen and make that information public. Ms. Pulliam stated: yes.

Selectman Woolsey MOVED to approve the 2015 Personnel Administration budget including the most recent personnel changes SECONDED by Selectman Bridle.

VOTE: 5-0-0

V. Closing Comments (28:51)

Town Manager Welch stated: announced the Board earlier tonight approved the hiring of an Assistant Town Manager/Human Resources Director to replace the previous Assistant Town Counsel/Human Resources Director; it's a part-time position at thirty-two hours a week; there are no benefits; the benefits previously for that position are gone; effective November 1, 2014 James B. Sullivan will be the Assistant Town Manager/Human Resources Director; in addition to those duties he'll be assisting in all the other things Assistant Town Managers do; he will also be the Acting Town Manager between now and the first of November due to my surgery on October 21, 2014, the Board needs to vote to approve that; on November 1 he will begin his role as the Assistant Town Manager/Human Resource Director and will continue to be the Acting Town Manager till my return in December; the salary is \$81,036; substantially less than what was being paid out to the Assistant Town Counsel; including the adjustment to the Administrative Assistant position and this position, it's a \$5,000 return to the tax payers; that does not include health benefits and other benefits; vote to approve was taken this evening; it was a unanimous vote; voted to declassify all the minutes pertaining to this matter was also made.

Mr. Sullivan stated: thank the Board and Town Manager for their confidence in him; announced retirement from roll as Chief of Police; looking forward to the new challenge; thrilled to continue to serve the town; hope to add value.

Selectman Woolsey stated: we are going to make you work hard; appreciate your expertise.

Selectman Griffin stated: nice to know we have somebody with your qualifications; think it's a great thing; wonderful to keep someone that has a long history with working in Hampton.

Selectman Bridle stated: congratulations; two hardest jobs is the day walking in the job and the day walking out; you've served this town well and will continue to.

Selectman Waddell stated: it's a net positive for the town; gaining somebody that can walk into the job with little training; net positive all around.

Chairman Bean stated: thank you for your past leadership; so delighted you are staying on board.

Selectman Woolsey MOVED to authorize Chief Sullivan to serve as Acting Town Manager in Mr. Welch's absence from October 21, 2014 until Mr. Welch returns SECONDED by Selectman Waddell.

VOTE: 5-0-0

Selectman Waddell asked: on the budget just done, the increase total percent; how much of that is the insurance and the retirement that is beyond our control? Town Manager Welch answered: increases in health, property liability, worker's compensation and retirement we have to absorb in this budget is \$375,278; the increases in wages and part-time wage benefits under union contracts is \$587,083; both we have to pay; electric charges are another \$61,805; various categories under the Public Works Department, Fire Department, and Police Department totaling \$926,369 over which we really don't have control; talking \$1.9 million dollars that we don't have control of in this budget.

Selectman Waddell asked: the whole budget is going up about? Town Manager Welch answered: almost 7.25%; \$

Chairman Bean stated: costs we don't have control over are 63% of the DPW, Fire and Police budget; at NHMA this week speaking of these issues; dragging us down.

Selectman Woolsey asked: did you discuss the lack of funding for the retirement system by the state? Chairman Bean answered: exactly that and the health insurance issue; also the Nextera settlement issue.

VI. Adjournments (37:47)

Selectman Waddell MOVED to ADJOURN the Public Meeting at 07:38PM SECONDED by Selectman Bridle.

VOTE: 5-0-0

Chairman